



# Employment Policies for the State of North Dakota

**Service Award Program**

**Effective Date: 09/01/2020**

The years of service awards apply to all regular and appointed employees who have completed the below identified milestones of full-time employment with the state of North Dakota. Employees who have left state employment and return will begin to accumulate time, which is added to the previous years of service to determine service awards.

The type of awards given to employees is as follows:

- Three years – certificate or plaque and a gift not to exceed \$25
- Five years – certificate or plaque and a gift not to exceed \$50
- Ten years – certificate or plaque and a gift not to exceed \$100
- Fifteen years – certificate or plaque and a gift not to exceed \$150
- Twenty years – certificate or plaque and a gift not to exceed \$200
- Twenty-five years – certificate or plaque and a gift not to exceed \$250
- Thirty years – certificate or plaque and a gift not to exceed \$300
- Thirty-five years – certificate or plaque and a gift not to exceed \$350
- Forty years – certificate or plaque and a gift not to exceed \$400
- Forty-five years – certificate or plaque and a gift not to exceed \$450
- Fifty years and every five-year increment thereafter – certificate or plaque and a gift not to exceed \$500

Reference: NDAC 4-07-18